

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 5101.1K
SAFD

31 JAN 1991

BASE ORDER 5101.1K

From: Commanding General
To: Distribution List

Subj: MOTOR VEHICLE MISHAP PREVENTION PROGRAM

Ref: (a) MCO 5100.19C
(b) MCO 5101.8D
(c) BO 5560.2J
(d) MCO 5110.1C
(e) SECNAVINST 5100.15 (NOTAL)

Encl: (1) Administration
(2) Safe Driving Council
(3) Motor Vehicle Mishap Reporting
(4) Safe Driving Program
(5) Seatbelt Program
(6) Bicycle Safety Program
(7) Safe Driving Awards

Reports Required: I. Supervisor's Mishap Report (Report Control Symbol MCBCL 5102/2), enclosure (3)

II. General Use Mishap Report (Report Control Symbol EXEMPT), enclosure (3)

1. Purpose. To promulgate policies and procedures for the Motor Vehicle Mishap Prevention Program.

2. Cancellation. BO 5101.1J.

3. Background. Traffic mishaps have long been the greatest cause of death and disability among Marine Corps personnel. Reference (a) established the Marine Corps Traffic Safety Program, and references (a) through (e) outline supervisory responsibilities required to implement the various elements of the program. Enclosures (1) through (7) provide instructions and guidance for local implementation of the Motor Vehicle Mishap Prevention Program.

4. Summary of Revision

a. This revision updates the procedures required in reporting motor vehicle mishaps by authorizing the submission of The Employees' Notice of Traumatic Injury and Claim for Continuation of Pay, Form CA-1; or Notice of Occupational Disease and Claim for Compensation, Form CA-2, in lieu of the message format for appropriated fund civilian personnel; and the Notice of Employee's Injury or Death, Longshore and Harbor Workers' Injury or Occupational Illness, Form LS-201; and Employer's First Report of Injury or Occupational Illness, Form LS-202, in lieu of the message format for nonappropriated fund civilian personnel for personal injury reporting, enclosure (3), paragraph 3a(8).

b. This revision establishes the Installation Driver Improvement Program, enclosure (4), with instruction provided by certified Base Safety instructors to military personnel of all commands. The previous edition required 2d Marine Division and 2d Force Service Support Group to conduct independent driver improvement instruction for personnel within those commands.

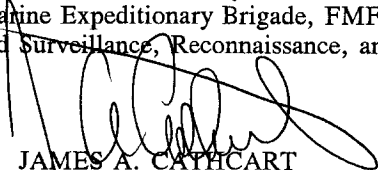
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c. This revision amends the seatbelt program to implement more stringent requirements when transporting children aboard Marine Corps Base. The provision requires a child 4 years of age or under or weighing less than 45 pounds to be properly restrained in a federally approved child restraint device. The previous edition required that children under the age of 6 be secured in a restraint system.

5. Action. All organizational commanders, heads of command staff sections, and department heads will ensure compliance with regulations contained herein and responsibilities as assigned.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, FMF; 2d Marine Expeditionary Brigade, FMF; 2d Force Service Support Group, FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance, and Intelligence Group.



JAMES A. CATHCART
Chief of Staff



DISTRIBUTION: A

ADMINISTRATION

1. Policy. It is the policy of the Marine Corps to conserve manpower and material to the maximum degree through the application of comprehensive, effective and continuous accident prevention programs. These programs are to be integrated into indoctrination and training programs at this base.

2. Scope

a. The motor vehicle mishap prevention program applies to traffic safety education and training; prevention of motor vehicle mishaps; information and promotional publicity; traffic safety engineering; defensive driving; motorcycle safety; bicycle safety; mishap investigation, analysis and reporting procedures.

b. MCO 5100.19C established the Marine Corps policy on traffic safety. Based on this information, Marine Corps Base, Camp Lejeune, implemented BO 5560.2J with its amplifying instructions.

3. Responsibility

a. Base Safety Manager/Base Provost Marshal. In order to carry out the Motor Vehicle Mishap Prevention Program as set forth in MCO 5100.19C, the Base Safety Manager, in coordination with the Base Provost Marshal, shall be responsible for administering the overall motor vehicle mishap prevention program to include:

(1) Base Safety Manager

(a) Acts as an advisor on matters of traffic safety to the Commanding General, organization commanders, and organization motor vehicle mishap prevention officers.

(b) Maintains complete and accurate statistics of traffic mishaps investigated by the Provost Marshal Section and makes comprehensive analyses of each. Correlates analyses with organization motor vehicle mishap prevention programs in order to maintain a balanced program and initiates corrective action to eliminate mishap causes.

(c) Assists and maintains liaison with motor transport officers and organization motor vehicle mishap prevention officers in the interest of furthering the cause of safety education.

(d) Initiates traffic safety promotion to stimulate interest in safe driving for every government and private vehicle operator.

(e) Provides technical assistance and guidance for the government motor vehicle and material handling operators selection and licensing program coordinated with the senior motor transport officer of the organization concerned.

(2) Base Provost Marshal. Enforce BO 5560.2J, the Motor Vehicle and Traffic Regulations, as approved by the Commanding General, Marine Corps Base.

b. Commanding Officers

(1) Institute and administer a traffic safety program in accordance with the provisions of this Order to ensure that all personnel under their jurisdiction, both military and civilian, are instructed in applicable traffic safety precautions and procedures; and ensure proper completion and submission of mishap reports in accordance with the instructions contained in enclosure (3) of this Order.

ENCLOSURE (1)

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(2) Appoint a commissioned officer to the collateral duty of unit vehicle mishap prevention officer to include battalion level. The officer will supervise the unit's mishap prevention program including off-duty traffic safety. The name of the officer appointed as the unit vehicle mishap prevention officer will be submitted in writing to the Base Safety Manager.

ENCLOSURE (1)

SAFE DRIVING COUNCIL

1. General. The purpose of the Safe Driving Council is to aid and advise the Commanding General, Marine Corps Base, in establishing and maintaining a comprehensive motor vehicle mishap prevention program; to evaluate and recommend command policies concerning motor vehicles; and to aid command officers and unit vehicle mishap prevention officers in carrying out their duties.
2. Membership. The Safe Driving Council shall be integrated with the Base Safety Council and composed of the following members:
 - AC/S, Manpower, MCB (Chairman)
 - AC/S, Logistics, MCB
 - AC/S, Morale, Welfare and Recreation, MCB
 - AC/S, Facilities
 - AC/S, Training and Operations
 - Provost Marshal
 - Safety Officer, 2d MarDiv
 - Safety Officer, 2d FSSG
 - Safety Officer, 6th MEB
 - Fire Chief, MCB
 - AFGE Representative
 - Base Safety Manager, MCB
 - Safety Manager, Naval Hospital
 - Ground Safety Manager, MCAS, New River
 - Installation Traffic Engineering Coordinator, MCB
 - Deputy Equal Employment Opportunity Officer
 - Representative, II Marine Expeditionary Force
3. Meetings. The Safe Driving Council will meet at least once each quarter or more frequently if the need arises.

ENCLOSURE (2)

MOTOR VEHICLE MISHAP REPORTING

1. General. The Marine Corps experiences a loss of millions of dollars annually on accidental damage, fatalities, occupational injuries and illnesses. Hazard awareness and mishap prevention efforts depend on thorough investigations and reports aimed at how and why a mishap occurred.
2. Reports. In order to evaluate injuries and mishaps, it is necessary that reports include how the mishaps occurred, what caused them, and how they could have been avoided. This information is required to evaluate injuries and mishaps for consolidation and study. The following procedures shall be followed and reports submitted on the occasions indicated.
 - a. Military Police Traffic Accident Reports (OPNAV 5527/1A). Traffic mishap investigations will be completed by the Base Provost Marshal Section as follows:
 - (1) All traffic mishaps occurring on base or traffic mishaps involving military personnel, or equipment occurring within a 50-mile radius of Camp Lejeune will be investigated as required by MCO 5101.8D and BO 5560.2J. In such cases wherein there is a fatality, disabling injury, or damage to property not owned by the Government but for which the Government is liable, OPNAV 5527/1A will be provided to commanding officers for completion of the Supervisor's Mishap Report (MCBCL 5102/2), Figure 3-1, and General Use Mishap Report, Figure 3-2.
 - (2) Investigations of traffic mishaps wherein there is a fatality or disabling injury to a service member or civilian operating a government vehicle, or damage to property not owned by the Government; but for which the Government is liable, or occurring off-base greater than a 50-mile radius of Camp Lejeune will be conducted and initiated by the driver's commanding officer.
 - b. General Use Mishap Reports
 - (1) General Use Mishap Reports, message format, will be used to report all on duty mishaps as well as government-owned and privately-owned vehicle mishaps meeting the criteria set forth in the following paragraphs.
 - (2) General Use Mishap Reports are primarily to be used for mishap prevention. As such, they will not be used as evidence or to obtain evidence in determining misconduct or line of duty status, or in connection with any punitive or administrative action in the Marine Corps. General Use Mishap Reports are not exempt from mandatory disclosure. They may be released in accordance with the Occupational Safety and Health Program, Department of Labor Regulations, or in response to Freedom of Information Act requests when approved by cognizant authority. Promises of confidentiality in taking statements or other investigative processes will not be afforded.
 - (3) In completing the General Use Mishap Reports, the following criteria for mishap severity classifications are provided:
 - (a) Class A Mishap. The resulting total cost of property damage and personnel injuries is \$1,000,000 or greater; or an injury/occupational illness resulting in a fatality or permanent total disability.
 - (b) Class B Mishap. The resulting total cost of property damage and personnel injuries is \$300,000 or more, but less than \$1,000,000; or an injury/occupational illness resulting in permanent partial disability or the hospitalization of five or more personnel.
 - (c) Class C Mishap. The resulting total cost of property damage and personnel injuries is \$1,000 or more, but less than \$300,000; or an injury/occupational illness resulting in lost time. Lost time is defined as being a full shift of lost time or a normally scheduled workday for civilian employees or a full day (including holidays and/or weekends) of lost time for military personnel.

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(d) Restricted Duty Mishap. A Supervisor's Mishap Report, MCBCL 5102/2, shall be completed on each mishap resulting in restricted work activity. The report shall be completed by the first line supervisor and forwarded via the chain of command to the Base Safety Manager within 14 days after the date of the mishap. Although the report is not required to be submitted to Headquarters Marine Corps, the data is required for local trend analyses.

(4) All mishaps involving property damage for which the government is liable for \$1,000 or more are reportable.

(5) A standard rate of \$16 per man-hour will be used for computing labor costs when accurate damage estimates are unavailable.

(6) General Use Mishap Reports shall be submitted within 14 days following occurrence of all reportable mishaps. Any extension to this deadline will be requested via message to the Commandant of the Marine Corps (MHS) providing reason for the request. Any reporting unit requiring such an extension will advise the Base Safety Manager in order to obtain the extension.

(7) At all levels the immediate supervisor has the greatest influence on mishap reporting. There are two important things that must be done to ensure that all mishaps are reported:

(a) Indoctrinate all subordinates, and especially new arrivals, to report all mishaps no matter how small, as well as the "near misses" where only chance prevented a mishap. Ensure that personnel fully appreciate that hazardous conditions cannot be corrected unless they are reported conscientiously.

(b) Act on all reports immediately, investigate and take corrective measures. Submit the appropriate forms and reports for those mishaps meeting reportable criteria.

3. Action

a. Organizational commanders and department heads will ensure the following procedures for mishap investigation and reporting are followed:

(1) The cognizant line supervisor will immediately notify the collateral duty safety officer/designated representative of any mishap likely to require submittal of the General Use Mishap Report (message format). The cognizant line supervisor will conduct the mishap investigation on all mishaps involving lost workdays, restricted duty, and property damage to the government of \$1,000 or more utilizing the Supervisor's Mishap Report, Form MCBCL 5102/2, stocked at Self-Service, Building 1606. A copy is contained herein as figure 3-1. The investigation must be completed and forwarded as appropriate within 4 working days following the occurrence of any reportable mishap.

(2) The Supervisor's Mishap Report will be forwarded to the department or organizational collateral duty safety officer, or for those departments not having an appointed collateral duty safety officer, a designated representative for review and further investigation, if appropriate.

(3) The collateral duty safety officer or designated representative will prepare the General Use Mishap Report in message format as shown in figure 3-2 ensuring all pertinent information is included and forward to the organizational commander or department head for review and approval within 7 working days following the occurrence of the reportable mishap.

(4) The organizational commander or department head will approve the General Use Mishap Report and forward the report via the Base Safety Manager to the Assistant Chief of Staff, Manpower, Marine Corps Base.

ENCLOSURE (3)

(5) A copy of the Supervisor's Mishap Report will accompany the report to the Base Safety Manager. The report will be used by Base Safety for statistical purposes and maintaining the Log of Federal Occupational Injuries and Illnesses, OSHA Form 200.

(6) In the event lost time or property damage of \$1,000 or more for which the government is liable is not incurred but the employee is placed in a restricted duty status by a medical officer/physician, a copy of the Supervisor's Mishap Report shall be completed by the supervisor and forwarded to the Base Safety Manager via the appropriate chain of command.

(7) Follow-up messages will be completed by following the above established procedures to update information previously submitted; i.e., additional lost time incurred; date returned to duty if previously unknown; number of days spent in the hospital; or change in the number of days actually lost as a result of a mishap.

(8) The Employees' Notice of Traumatic Injury and Claim for Continuation of Pay, Form CA-1, or Notice of Occupational Disease and Claim for Compensation, Form CA-2, may be used in lieu of the message format for appropriated fund civilian personnel, and the Notice of Employee's Injury or Death, Longshore and Harbor Workers' Compensation Act, Form LS-201, and Employer's First Report of Injury or Occupational Illness, Form LS-202, may be used in lieu of the message format for Nonappropriated Fund civilian personnel for personal injury reporting only. In such cases, the collateral duty safety officer will ensure the form is completed in its entirety and is legible before transmitting the form along with the Supervisor's Mishap Report to the Base Safety Manager via the appropriate chain of command within 7 working days following the occurrence of the reportable mishap.

b. The Assistant Chief of Staff, Manpower or his designated representative will review and release the General Use Mishap Report to the Commandant of the Marine Corps (MHS).

c. The Provost Marshal, Marine Corps Base, shall provide one copy of all Traffic Investigation Reports to the Base Safety Manager and one copy to resident command safety officers when applicable, to be used for statistical analyses and reporting to higher headquarters. These reports may be picked up daily after 1300 at the Provost Marshal's Office, Administration Section, Building 3.

d. Base Safety Manager

(1) Will provide onsite technical assistance with mishap investigations when requested by collateral duty safety officers or designated representatives.

(2) Will review all Marine Corps Base General Use Mishap Report messages prior to release.

(3) Will compile a Consolidated Mishap and Injury Report (Form NAVMC 10323) for injuries sustained by Marine Corps Base personnel and for property damage reporting quarterly for submission to the Commandant of the Marine Corps (MHS), within 20 days following the last day of each quarter. Detailed instructions for preparation of the NAVMC 10323 are contained in MCO 5101.8D.

(4) Will compile a Quarterly Report of Navy Occupational Injuries and Illnesses (Form OPNAV 5100/5), for injuries sustained by Marine Corps Base personnel for submission to the Commandant of the Marine Corps (MHS), within 20 days following the last day of each quarter. Detailed instructions for preparation of the OPNAV 5100/5 are contained in MCO 5101.8D.

e. Resident commands aboard Marine Corps Base will initiate internal procedures to implement the reporting procedures contained herein and satisfy the reporting requirements set forth in MCO 5101.8D. Forwarding of messages and mishap reports to the Base Safety Office will not be required unless Marine Corps Base personnel are involved.

ENCLOSURE (3)

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PRIVACY ACT STATEMENT
For
SUPERVISOR'S MISHAP REPORT

I have read and understand the Privacy Act Statement, a copy of which I have received.

Signature of injured person

Date

Detach and furnish to injured person

DATA REQUIRED BY THE PRIVACY ACT OF 1975

(5 U.S.C. 552A)

Authority for obtaining information on this form is Title 5 U.S. Code, Section 301. Executive Order 9397 of 22 November 1946 authorizes use of your Social Security Number. The purpose of this form is to gather and provide data for the analysis of miscellaneous mishaps; to collect and provide data to the Department of Defense and Department of Labor on the subject of occupational safety and health; and to maintain safety and mishap prevention data and statistics. The information is used to record description of personal injury; mishap description and property damages, to include personal or private; and industrial equipment damages. Your Social Security Number is being obtained for purposes of positive personal identification. Providing information on this form is mandatory. Failure to provide the requested information would hamper the collection of data needed for the analysis of miscellaneous mishaps in which members of the Marine Corps are involved. Disclosure of your Social Security Number is mandatory.

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ENCLOSURE (3)

Figure 3-1.--Supervisor's Mishap Report

SUPERVISOR'S MISHAP REPORT

1. SUMMARY OF MISHAP: _____

2. MISHAP INFORMATION

a. Parent Command _____

b. Severity Class of Mishap

☐ Class A ☐ Class B ☐ Class C ☐ Class D

c. Type of Mishap

(1) Occupational: ☐ Military ☐ Civilian

(2) Motor Vehicle: ☐ POV ☐ GOV

(3) Training:

☐ Entry-Post Entry (Recruit Training, Basic Sequential Training, OCS, Basic School)

☐ FMF, Forces Afloat, Other (Training exercises while assigned to FMF, etc.)

(4) Recreation: ☐ On Duty ☐ Off Duty

(5) Barracks:

(6) Home:

(7) Miscellaneous: Specify _____

d. Date of Mishap _____ Time of Day _____

Day of Week _____

e. Geographic Location

(1) City & State: _____

(2) Installation Name: _____

(3) Specific Location Where Mishap Occurred (Specify Shop, Work Center, Facility, Street Name, Home, Beach, etc.): _____

(4) General Activity at Time of Mishap (Specify Maintenance, Training, Liberty, Recreation): _____

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(5) Environmental Conditions:

(a) Weather:

☐ Clear ☐ Raining ☐ Snowing ☐ Fog ☐ Other

(b) Road Condition:

☐ Dry ☐ Icy ☐ No Defects
☐ Wet ☐ Loose Material on Surface ☐ Other (Specify) _____
☐ Muddy ☐ Holes, Ruts _____
☐ Snow ☐ Under Construction _____

(c) Character of Road:

☐ Straight ☐ Up Hill
☐ Curve ☐ Hill Crest
☐ Level ☐ Down Hill

(d) Road Surface:

☐ Concrete ☐ Gravel, Sand, Dirt-Oiled
☐ Brick ☐ Gravel, Sand, Dirt-Unoled
☐ Black Top ☐ Other (Specify) _____

(e) Lighting:

☐ Daylight ☐ Dawn ☐ Dusk
☐ Artificial Light ☐ No Artificial Light

(f) Traffic Control:

☐ Stop & Go Light ☐ Yield
☐ Stop Sign ☐ Traffic Control Point
☐ Warning Sign/Signal ☐ No Control Present

(g) Road Widths and Lanes:

Width of Road/Pavement _____
 Number of Lanes _____
 Lanes Marked ☐ Yes ☐ No
 Lanes Separated ☐ Yes ☐ No
 By What _____

3. PERSONNEL DATA (Indicate if next of kin have been notified)

- a. Fatalities (List each employee separately. Use additional sheets if necessary.)

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ENCLOSURE (3)

Figure 3-1.--Supervisor's Mishap Report--Continued.

(1) Name _____ (2) Grade _____
(3) MOS/Job Title _____ (4) Age _____ (5) Sex _____
(6) Unit _____

(7) Duty Status:

- ☐ On Duty (Military) ☐ Civil Service
☐ Off Duty (Military) ☐ Nonappropriated
☐ In Transit (Military)

(8) Activity at Time of Mishap:

- ☐ Driver ☐ Job being performed (Specify) _____
☐ Passenger
☐ Pedestrian

b. Injuries (List each employee separately)

(1) Name _____ (2) Grade _____
(3) MOS/Job Title _____ (4) Age _____ (5) Sex _____
(6) Unit _____

(7) Duty Status:

- ☐ On Duty (Military) ☐ Civil Service
☐ Off Duty (Military) ☐ Nonappropriated
☐ In Transit (Military)

(8) Medical Diagnosis _____

(9) Extent of Injury or Illness:

- ☐ Permanent Total Disability
☐ Permanent Partial Disability
☐ No Disability Likely
☐ Lost Workdays

Date Lost Workday Started _____

Date Returned to Duty _____

Days Hospitalized _____

- ☐ Restricted Workdays

Number Days Restricted _____

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- c. Other Fatalities/Injuries (Provide total number) _____
- d. Witnesses (Provide name, address, telephone number) _____
- _____
- _____
- _____

4. DOD PROPERTY DAMAGE (List each item separately; for GOV include year, make and model)

a. Destroyed

- (1) Description of item: _____
- _____
- (2) Estimate of cost to replace: _____
- _____

b. Damaged

- (1) Description of item: _____
- _____
- (2) Extent of damage: _____
- (3) Estimate of cost to repair; include parts and man-hours: _____
- _____

5. NON-DOD PROPERTY DAMAGE (List each item separately for which government is liable)

a. Destroyed

- (1) Description of item: _____
- _____
- (2) Estimate of cost to replace: _____
- _____

b. Damaged

- (1) Description of item: _____
- _____
- (2) Extent of damage: _____
- (3) Estimate of cost to repair, include parts and man-hours: _____
- _____

6. NARRATIVE. Provide complete description of mishap to include chain of events leading up to, through and subsequent to the mishap. Elaborate so as to make known the who, what, where, when and how.

7. ADDITIONAL INFORMATION (Provide as applicable)

a. Qualifications (Swim, Marksmanship, Job Certification, etc.) Specify: _____

b. Personal Protective Clothing

(1) Required (Eyewear, Hearing Protection, Gloves, Seat Belts, etc.)
Specify: _____

(2) Used: ☐ Yes ☐ No ☐ Not Available or Equipped

(3) Effectiveness: _____

c. For Motor Vehicle Mishaps Provide

(1) Type of Vehicle:

Year _____ Make _____ Model _____

(2) Operator Permit:

Number _____ Limitations _____

Expiration Date _____ Years Driving Experience _____

Number Hours on Duty Preceding Accident _____

(3) Operator Training Courses Completed and Date:

☐ AAA Driver Improvement Date _____

☐ Multimedia Date _____

☐ Motorcycle Safety Date _____

☐ Emergency Vehicle Date _____

☐ Other (Specify) _____

(4) Driver Condition:

☐ Had not been drinking

☐ Physical Defects

☐ Had been drinking
if so

☐ Sleepy, Fatigue

☐ Ability Impaired

☐ Apparently Sleepy

☐ Ability Not Impaired

☐ Apparently Normal

d. For all other mishaps, indicate if alcohol or drug-related. ☐ Yes ☐ No

8. CAUSE FACTOR(S) OR MISHAP (Specify in sufficient detail for all known or probable cause factors; personnel factors apply to all persons involved whether injured or not.)

a. Personnel Factors

(1) Unsafe Act: (check all that apply)

☐ Failure to Use Personal Protective Equipment

☐ Failure to Wear Safe Clothing

☐ Failure to Secure or Warn

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- ☐ Improper Use of Equipment
- ☐ Improper Use of Body Parts
- ☐ Inattention to Surroundings
- ☐ Failure to Use Safety Devices
- ☐ Failure to Recognize Hazards
- ☐ Working on Moving Equipment
- ☐ Driving too Fast (Over the Speed Limit)
- ☐ Failure to Signal or Warn
- ☐ Failure to Yield Right of Way
- ☐ Following too Closely
- ☐ Improper Passing
- ☐ Turning From Wrong Lane
- ☐ Unsafe Backing
- ☐ Misjudging Distance
- ☐ Driving too Fast for Conditions
- ☐ Getting off Moving Vehicle
- ☐ Driving in Wrong Lane
- ☐ Improper Turn
- ☐ Leaving Vehicle Unattended
- ☐ Avoiding Another Vehicle
- ☐ Failure to Stop at Stop Sign
- ☐ Other Unsafe Act (Describe) _____

(2) Unsafe Work Practice:

- ☐ Operating machinery or equipment at excess speeds
- ☐ Using short-cut methods
- ☐ Not wearing prescribed personal protective equipment
- ☐ Other (Specify) _____

(3) Improper Attitude:

- ☐ Violent temper
- ☐ Inattention
- ☐ Distraction
- ☐ Willful intent to injure

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ENCLOSURE (3)

Figure 3-1.--Supervisor's Mishap Report--Continued.

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- ☐ Disregard of instructions, regulations or rules
- ☐ Carelessness
- ☐ Other (Specify) _____

(4) Lack of Knowledge or Skill:

- ☐ Unawareness of safe practices
- ☐ Unskilled
- ☐ Unable to recognize or appreciate hazards
- ☐ Failure to understand instructions
- ☐ Other (Specify) _____

(5) Physiological Factors:

- ☐ Fatigue
- ☐ Temporary illness
- ☐ Medication
- ☐ Under influence of alcohol, drugs, etc.
- ☐ Defective eyesight
- ☐ Defective hearing
- ☐ Physical condition not adapted to job
- ☐ Other (Specify) _____

- (6) Dress or Apparel Hazard. Enter this hazard only when personal apparel clothing, jewelry, etc., constitutes the primary cause of mishap.
Specify: _____

b. Supervisory Factors

- ☐ Inadequate training
- ☐ Inadequate procedures or instructions
- ☐ Failure to provide adequate material or equipment
- ☐ Inadequate supervision
- ☐ Failure to prescribe adequate personal protective equipment
- ☐ No inspection for hazards
- ☐ Inadequate help for heavy lifting
- ☐ Inadequate planning of an operation
- ☐ Other (Specify) _____

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c. Material/Equipment Factors

- ☐ Unguarded or inadequately guarded equipment
- ☐ Defective equipment
- ☐ Material failure
- ☐ Equipment malfunction
- ☐ Inadequate preventive maintenance
- ☐ Poorly designed equipment
- ☐ Other (Specify) _____

d. Facilities Factors

- ☐ Improper lighting (Specify equipment or location) _____
- _____
- ☐ Improper ventilation (Specify location) _____
- _____
- ☐ Slippery working surface
- ☐ Slippery walking surface
- ☐ Excessive noise
- ☐ Uneven walking surface
- ☐ Inadequate aisle space
- ☐ Insufficient or congested work space
- ☐ Excessive fumes
- ☐ Dust
- ☐ Exposure to elements
- ☐ Other (Specify) _____

9. CORRECTIVE ACTION, RECOMMENDATIONS, LESSONS LEARNED

Supervisor's Name (Please Print) _____

Date _____

Supervisor's Signature _____

Title _____

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ENCLOSURE (3)

Figure 3-1.--Supervisor's Mishap Report--Continued.

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FROM: CG MCB CAMP LEJEUNE NC//OFFICE SYMBOL//

TO: CMC WASHINGTON DC//MHS//

INFO: MARCORHUMRES DIV QUANTICO VA//MHS//

UNCLAS FOUO //N05102//

SUBJ: THIS IS A GENERAL USE MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES.

MSGID/GENADMIN/OFFICE SYMBOL//

REF/A/DOC/MCO 5101.8D/30MAY79//

RMKS/

1. ICW THE REF, THE FOLLOWING REPORT IS SUBMITTED.
2. SUMMARY: PROVIDE A BRIEF DESCRIPTION OF THE MISHAP.
3. MISHAP INFORMATION
 - A. PARENT COMMAND
 - B. SEVERITY CLASS OF MISHAP (CLASS A, B, OR C)
 - C. TYPE OF MISHAP (ON-DUTY; OFF-DUTY)
 - D. LOCAL DATE TIME GROUP OF MISHAP AND DAY OF WEEK
 - E. GEOGRAPHIC LOCATION (CITY, STATE, INSTALLATION NAME, ETC.)
 - F. SPECIFIC LOCATION WHERE MISHAP OCCURRED (SHOP, WORK CENTER, BASE FACILITY, STREET NAME, HOME, PUBLIC BEACH, ETC.)
 - G. GENERAL ACTIVITY AT TIME OF MISHAP (MAINTENANCE, TRAINING, LIBERTY, RECREATION, ETC.)
 - H. ENVIRONMENTAL CONDITIONS (WEATHER, ROAD CONDITIONS, LIGHTING, ETC.)
4. PERSONNEL DATA (IF NEXT OF KIN HAVE NOT BEEN NOTIFIED, SUBSTITUTE THE PHRASE: NAME WITHHELD PENDING NOTIFICATION OF NOK)
 - A. FATALITIES (LIST EACH DOD EMPLOYEE SEPARATELY). NAME, RANK/GRADE, MOS (OR JOB TITLE), AGE, SEX, UNIT, DUTY STATUS (ON OR OFF-DUTY, IN TRANSIT, CIVIL SERVICE, NONAPPROPRIATED), ACTIVITY AT TIME OF MISHAP (DRIVER, PASSENGER, PEDESTRIAN, SPORT, JOB BEING PERFORMED, ETC.), NUMBER OF MONTHS EXPERIENCE AT JOB OR ACTIVITY.
 - B. INJURIES (LIST EACH DOD EMPLOYEE SEPARATELY). SAME AS PARAGRAPH 3A ABOVE. ALSO INCLUDE MEDICAL DIAGNOSIS, EXTENT OF INJURY OR ILLNESS (PERM TOTAL DISABILITY, PERM PARTIAL DISABILITY, NO DISABILITY LIKELY), DATE LOST WORKDAY BEGAN, DATE RETURNED TO DUTY, ACTUAL/ESTIMATED DAYS HOSPITALIZED, ACTUAL/ESTIMATED LOST WORKDAYS.
 - C. OTHER FATALITIES/INJURIES (PROVIDE TOTAL NUMBER FOR NON-DOD EMPLOYEES).
 - D. WITNESSES (PROVIDE NAME, ADDRESS, TELEPHONE NUMBER).

ENCLOSURE (3)

Figure 3-2.--Limited/General Use Mishap Report (Message Format)

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5. DOD PROPERTY DAMAGE (LIST EACH ITEM SEPARATELY, FOR GOV INCLUDE YEAR, MAKE AND MODEL).

A. DESTROYED. (DESCRIPTION OF ITEM, ESTIMATE OF COST TO REPLACE).

B. DAMAGED. (DESCRIPTION OF ITEM, EXTENT OF DAMAGE ESTIMATE OF COST TO REPAIR INCLUDING PARTS AND MAN-HOURS).

6. NON-DOD PROPERTY DAMAGE (LIST EACH ITEM SEPARATELY FOR WHICH GOVERNMENT IS LIABLE).

A. DESTROYED. (DESCRIPTION OF ITEM, ESTIMATE OF COST TO REPLACE).

B. DAMAGED. (DESCRIPTION OF ITEM, EXTENT OF DAMAGE, ESTIMATE OF COST TO REPAIR INCLUDING PARTS AND MAN-HOURS).

7. POINT-OF-CONTACT. PROVIDE GRADE, NAME AND TELEPHONE NUMBER (AUTOVON AND COMMERCIAL).

8. NARRATIVE. PROVIDE COMPLETE DESCRIPTION OF MISHAP TO INCLUDE CHAIN OF EVENTS LEADING UP TO, THROUGH AND SUBSEQUENT TO THE MISHAP. ELABORATE WITH REMARKS SO THE WHO, WHAT, WHERE, WHEN AND HOW OF THE MISHAP ARE KNOWN.

9. ADDITIONAL INFORMATION (PROVIDE AS APPLICABLE).

A. QUALIFICATIONS (SWIM, MARKSMANSHIP, JOB CERTIFICATION, ETC.).

B. PERSONAL PROTECTIVE CLOTHING, SEATBELTS OR SAFETY DEVICES REQUIRED, USED AND EFFECTIVENESS.

C. FOR MOTOR VEHICLE MISHAPS PROVIDE:

(1) TYPE OF VEHICLE (YEAR, MAKE AND MODEL).

(2) OPERATOR PERMIT, LIMITATIONS AND EXPIRATION DATE.

(3) OPERATOR TRAINING COURSE COMPLETED AND DATE (AAA DRIVER IMPROVEMENT, MULTIMEDIA, MOTORCYCLE SAFETY, EMERGENCY VEHICLE, ETC.).

(4) DRIVER CONDITION FOR DOD OPERATORS (NOT IMPAIRED, FATIGUE, LEGALLY INTOXICATED, ALCOHOL IMPAIRED, ALCOHOL RELATED, DRUG RELATED).

D. FOR ALL OTHER MISHAPS INDICATE IF ALCOHOL OR DRUG RELATED.

10. CAUSE FACTORS(S) OF MISHAP (SPECIFY IN SUFFICIENT DETAIL FOR ALL KNOWN OR PROBABLE CAUSE FACTORS; PERSONNEL FACTORS APPLY TO ALL PERSONS INVOLVED WHETHER INJURED OR NOT).

A. PERSONNEL FACTORS. DESCRIBE THE UNSAFE ACT, ETC., OF THE PERSONNEL WHO DIRECTLY CAUSED OR CONTRIBUTED TO THE OCCURRENCE OF THE MISHAP, E.G., DISTRACTION, CARELESSNESS, PHYSIOLOGICAL FACTOR, FAILURE TO UNDERSTAND OR FOLLOW PROCEDURES, LACK OF SKILL, ETC.

ENCLOSURE (3)

Figure 3-2.--Limited/General Use Mishap Report (Message Format)--Continued.

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B. MANAGEMENT FACTORS. DESCRIBE ANY MANAGEMENT FACTORS THAT MAY HAVE CONTRIBUTED TO THE MISHAP, E.G., LACK OF OR INADEQUATE SOP'S, FAILURE TO PROVIDE APPROPRIATE PROTECTIVE EQUIPMENT OR JOB HAZARD INFORMATION, INADEQUATE SUPERVISION, UNAVAILABILITY OF PROPER TOOLS OR EQUIPMENT.

C. MATERIAL/EQUIPMENT FACTORS. DESCRIBE ANY MATERIAL/EQUIPMENT DEFECTS, FAILURES, MALFUNCTIONS, OR HAZARDS THAT CONTRIBUTED TO THE MISHAP. IDENTIFY THE MATERIAL OR EQUIPMENT BY NAME, STOCK NUMBER, LOT NUMBER, OR OTHER DESCRIPTIVE INFORMATION.

D. FACILITIES FACTORS. DESCRIBE ANY HAZARDS IN THE WORKPLACE, TRAINING FACILITIES, OR OUTSIDE AREAS WHICH CONTRIBUTED TO THE MISHAP, E.G., IMPROPER ILLUMINATION OR VENTILATION.

11. CORRECTIVE ACTION, RECOMMENDATIONS, OR LESSONS LEARNED. BASED ON THE CAUSAL FACTORS, DESCRIBE ANY RECOMMENDATIONS, ACTIONS TAKEN, OR LESSONS LEARNED TO PREVENT THIS MISHAP FROM RECURRING.//

END OF MESSAGE FORMAT

ENCLOSURE (3)

Figure 3-2.--Limited/General Use Mishap Report (Message Format)--Continued.

SAFE DRIVING PROGRAM

1. General. In most cases, motor vehicle mishaps result in injury or death, and these losses deplete vital manpower resources, drain millions of dollars and cause untold human suffering. Since national and local statistics indicate that the majority of motor vehicle mishaps are due solely to driver carelessness, the Driver Improvement Course and Motorcycle Operator's Safety Courses are established in accordance with the provisions set forth in MCO 5100.19C.

2. Mandatory Requirement

a. Military personnel under 26 years of age represent the largest segment of the Department of Defense's driving population. Personnel in this age group have a higher motor vehicle mishap rate than any other age group. Accordingly, all military personnel under 26 years of age shall attend and satisfactorily complete the eight-hour Driver Improvement Course if they cannot show evidence of having previously completed an accredited military driver training course.

b. Every person who operates a motorcycle aboard Marine Corps Base, Camp Lejeune, shall have satisfactorily completed the locally developed ten-hour Motorcycle Operator's Safety Course in accordance with MCO 5100.19C. The course includes both written and practical evaluation of the operator's ability to safely operate a motorcycle.

c. All military personnel under the age of 26 must show evidence of completion of an accredited military driver training course prior to operating or being dispatched a government-owned vehicle. A high school drivers training certificate is not an acceptable substitute for the driver improvement course.

3. Driver Improvement Course (DIC) Duties and Responsibilities

a. Base Safety Manager

- (1) Direct supervision of the instruction.
- (2) Provide an instructor certified by the American Automobile Association (AAA) to teach the course.
- (3) Procurement and furnishing of required facilities, equipment, and instructional materials and supplies.
- (4) Preparation and issuance of certificates of completion and maintenance of appropriate records and statistics pertaining thereto.
- (5) Provide documentation of course completion for each student to each cognizant command.
- (6) Other duties and functions assigned hereto.

b. Assistant Chief of Staff, Training and Operations. Provide training aid support as required.

c. Marine Corps Base Organizational/Unit Collateral Duty and Naval Hospital/Naval Dental Safety Officers

- (1) Screen records of all incoming personnel to determine completion of DIC requirements.
- (2) Schedule all personnel under the age of 26 who do not possess valid proof of completion of an accredited military driver improvement program in accordance with paragraph 5 of this enclosure.

d. Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, FMF; 2d Marine Expeditionary Brigade, FMF; 2d Force Service Support Group, FMF; Commanding Officer, 2d Surveillance, Reconnaissance, and Intelligence Group

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(1) Appoint screening officer to determine the need for DIC training for all incoming military personnel under the age of 26.

(2) Schedule all personnel under the age of 26 who do not possess valid proof of completion of an accredited military driver improvement program in accordance with paragraph 5 of this section.

e. Commanding Officers. Ensure appropriate unit diary entries are made for each individual who successfully completes the course.

4. Remedial Driver Training Course

a. General. The Remedial Driver/Motorcycle Training Course is established in accordance with MCO 5100.19C and applies to all personnel who have demonstrated unsafe driving habits and have been ordered to attend the course. The course consists of eight hours of instruction to include written examination for the Driver Improvement Course and ten hours of instruction to include written examination and skills test for the Motorcycle Operator Training Course.

b. Assignment and Attendance

(1) Military personnel may be ordered by the Marine Corps Base Traffic Board or unit commanders to attend Remedial Driver Training after administrative action has been taken by the board, unit commanders, or after conviction in a court of competent jurisdiction for any moving violation in a preventable accident on or off Marine Corps Base.

(2) Personnel may be ordered to attend the Remedial Driver Training Course when suspension or revocation materially interfaces with the individual's performance of assigned duties.

5. Scheduling for DIC and Remedial Driver Training Courses

a. The Installation Driver Improvement/Remedial Driver Training Course is a one day class conducted in Building 1208, Base Safety classroom, with classes scheduled Tuesday through Friday of each week. Class times are 0715-1600 hours.

b. Collateral duty safety officers or designated representatives will coordinate as the need arises with the Base Safety Manager by telephone at extension 3891/2776 of the number of personnel requiring DIC/remedial training.

c. Scheduling for the Remedial Driver/Motorcycle Operator Training Course shall be made by the Base Traffic Board. Failure to complete or pass the course will result in Marine Corps Base operating privileges being suspended until the course is satisfactorily completed. Such action taken by the Base Traffic Board does not relieve commanding officers or supervisors of their responsibility to take administrative or disciplinary action, as appropriate.

d. Any person whose Marine Corps Base driving privileges have been suspended or revoked by the Marine Corps Base Traffic Board and the restoration of such privileges is based upon satisfactorily completing the course may enroll. Assignment under such conditions shall be the responsibility of the individual affected, who must make arrangements with the Base Provost Marshal (Traffic Section) and Base Safety Manager in accordance with paragraph 5b above. Notwithstanding satisfactory completion of the course, driving privileges shall not be restored until the expiration of the suspension or revocation period imposed by the Marine Corps Base Traffic Board.

6. Special Classes. Special classes will be conducted in unit activity areas for the convenience of units upon request by the unit commander or officer in charge. Requests should be directed to the Base Safety Manager, telephone extension 3891, who will arrange for a certified instructor and necessary training aids. To qualify for special classes, the requesting officer must guarantee attendance of 25 students as a minimum, 50 maximum. The requesting officer must also provide audiovisual equipment, adequate seating, a well-lighted and ventilated classroom, etc., for a good educational environment.

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7. Motorcycle Operator's Safety Course

a. Duties and Responsibilities

(1) The Base Provost Marshal has the responsibility and authority for the overall administration and execution of the Motorcycle Operator's Safety Course to include:

- (a) General supervision of the instruction.
- (b) Direct liaison with Coastal Carolina Community College to arrange for the certification of instructor candidates.
- (c) Procurement and furnishing of required instructional materials.
- (d) Provide classroom and facilities adequate for skills testing.
- (e) Maintenance of certificates or rosters of completion.
- (f) Arrange for budgeting with major commands.

(2) Commanding officers have the responsibility for funding and providing budgetary appropriation data to the Provost Marshal for personnel under their command who have attended the Motorcycle Operator's Safety Course.

(3) The Base Safety Manager has the responsibility of monitoring the Motorcycle Operator's Safety Course to ensure compliance with MCO 5100.19C.

b. Scheduling. No preregistration is necessary for taking the Motorcycle Operator's Safety Course. Class time and location can be obtained from the Vehicle Registration Section of the Base Provost Marshal's Office, telephone extension 1793.

ENCLOSURE (4)

SEATBELT PROGRAM

1. General

a. Studies indicate that one out of every five Americans is involved annually in a motor vehicle collision. Fatalities and injuries sustained in motor vehicle collisions are again on the rise. In 1989, an estimated 46,900 persons died and 1,100,000 were injured in such collisions. Low safety belt usage, coupled with other vehicles and drivers traveling more miles, point to a continuation of this national tragedy.

b. Safety belts provide the best protection available against death and injury caused by automobile collisions. However, in spite of the great availability of safety restraint systems, 54% of the driving and riding public traveling in automobiles do not use them.

c. MCO 5100.19C established the Marine Corps Traffic Safety Program, and, in part, outlines supervisory responsibilities relevant to the use of seatbelts in commercial government vehicles and privately owned vehicles while being operated aboard Marine Corps installations.

2. Policy

a. All commercial-type vehicles which are purchased, leased or rented by the Marine Corps shall be equipped with the seatbelt assemblies required by Federal Motor Vehicle Safety Standards. Marine Corps tactical and combat vehicles, designed to contract specifications, shall also be equipped with seatbelts, and rollover protection when appropriate, unless the Commandant determines that such equipment will degrade unacceptably an essential military characteristic. In addition, passenger cars manufactured with safety belts shall be equipped with at least two lap-type safety belt assemblies for use in front seat positions. Passenger cars manufactured after 1 January 1968 shall be equipped with lap-type safety belt assemblies for each permanent passenger seating position as well as at least two shoulder harness-type safety belt assemblies for use in the front seat. The seatbelts will be maintained in a serviceable condition and will be readily available as equipped by manufacture date of the vehicle.

b. All occupants of Marine Corps commercial vehicles shall utilize available restraint devices whenever the vehicle is in motion. If military, the senior ranking occupant in the vehicle, or, if civilian, the driver will be held responsible for ensuring compliance with this policy.

c. Further, all military and civilian personnel operating or riding in privately owned personal or non-military commercial vehicles, to include taxicabs, aboard Marine Corps Base will wear safety belts.

d. For purposes of this program, a commercial-type vehicle will include: Passenger cars, station wagons, vans, ambulances, buses, fire engines, trucks and tractor-trailers. It does not include tactical and combat vehicles. Commercial vehicles having a capacity of 15 or more passengers are required to have restraint devices for operator only. Restraint devices provided in commercial vehicles with a capacity of 14 or less will be used by the operator and all passengers.

e. Every driver who is transporting a child 4 years of age or under or weighing less than 45 pounds shall have such child properly secured in a child restraint device (car seat) as required by MCO 5110.1C. All child restraint systems shall be designed, labelled, and installed in such a manner as to meet or exceed Federal Motor Vehicle Safety Standard 213.80. It shall be the joint responsibility of the driver and parent(s) to ensure child restraint devices are provided and in use when transporting children of the above age and weight requirements. In the absence of the parent(s), it shall be the responsibility of the driver to ensure compliance with the provisions of this Order. The provisions of this section shall not apply to ambulances or other emergency vehicles.

3. Action

a. Base Safety Manager

(1) Assume cognizance over the subject program.

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(2) Coordinate the program with safety officers in all Camp Lejeune commands.

(3) Establish procedures for evaluating program effectiveness.

b. Assistant Chief of Staff, Logistics

(1) Inspect all applicable commercial government-owned and leased vehicles to ascertain availability and serviceability of restraint assemblies for the driver and all passengers. If any restraint assemblies are determined to be unavailable or unserviceable, that vehicle shall be deadlined until all restraints are installed and serviceable. This requirement may be waived if the command determines the vehicle to be essential in meeting military needs.

(2) Task roadmasters with the responsibility of routinely checking government vehicles to ensure seatbelt usage by drivers and all passengers.

c. Provost Marshal, Marine Corps Base

(1) Direct all patrol units to check occupant restraint device usage, when available, by military and civilians in all vehicles stopped for any reason. If occupant restraint devices are available, but not utilized, occupants will be informed of the occupant restraint policy. Further action shall be taken in accordance with BO 5560.2J where appropriate.

(2) All traffic mishap investigation reports shall include whether or not seatbelts and/or child restraint devices were available and used in each vehicle involved in an accident.

d. Resident Commands/Marine Corps Base Organizational Commanders. Establish internal programs to promote the subject program.

e. Assistant Chief of Staff, Morale, Welfare and Recreation. Inspect non-appropriated fund vehicles within their organization and initiate action as outlined in paragraph 3b(1) above.

BICYCLE SAFETY PROGRAM

1. General. The Bicycle Safety Program is established at this base as a vital part of the overall traffic safety program. Hundreds of boys and girls across the nation are killed each year and thousands are seriously injured in vehicle-bicycle mishaps. Most often, the cyclist is at fault - not the vehicle operator. The Bicycle Safety Program is conducted annually throughout the Camp Lejeune Dependents' School System and includes bicycle safety inspections, distribution of bicycle safety pamphlets, lectures, films, and poster/slogan contests.

2. Duties and Responsibilities

a. The Base Safety Manager, in coordination with the Base Provost Marshal, has the responsibility and authority over all aspects of the execution of this program to include providing bicycle safety material for dependents.

b. The Base Provost Marshal will assist the Base Safety Manager and Camp Lejeune Dependents' Schools authorities in conducting bicycle safety inspections when requested.

c. The Superintendent of the Camp Lejeune Dependents' Schools will administer the slogan and/or poster contests, provide committees to select winners, establish assembly dates, and establish inspection locations.

d. The Joint Public Affairs Officer will provide appropriate publicity.

e. All parents are responsible for establishing safe routes for their dependents to travel, utilizing service lanes and streets with low volume traffic where possible, and ensuring that dependents know and obey the same rules set forth in the North Carolina laws as they apply to motor vehicles.

ENCLOSURE (6)

SAFE DRIVING AWARDS

1. Policy. It is the policy of the Marine Corps to encourage personnel to apply safety in all daily operations. As a means of stimulating interest, awards have been developed to officially recognize individuals for achievements in safety. Safe Driving Awards will be issued in compliance with SECNAVINST 5100.15 and as specified in paragraph 2.
2. U. S. Navy Safe Driving Award. This award is issued to civilian and military drivers who have driven Marine Corps or Navy motor vehicles for 12 consecutive months without having had a preventable mishap or committing a moving traffic or safety rule violation. This award is not issued to "incidental" drivers, but only those persons who devote a minimum of 51% of their time to driving. These awards are not issued on a calendar year or fiscal year basis. The award recognizing period begins on the day of employment as a motor vehicle driver. When a driver completes 12 consecutive months of driving without a mishap or moving traffic or safety rule violation, he will receive a safe driving award. Motor transport officers will determine eligibility and issue such awards in accordance with the requirements set forth in MCO 5100.19C.

ENCLOSURE (7)